

When you first log into ADRC, you'll need to set-up your account. This requires changing the temporary password you've been assigned to one you'll remember and answering security questions (see step-by-step instructions below).

Step-by-Step Instructions for accessing ADRC of Oregon & Setting up New Accounts

Begin by navigating to <https://adrcforegon.org/paceseam/login.seam> and entering your user name and password.

Once you've successfully accessed the system, the first order of business will be to reset your password to one of your preference. The **password expires every 90 days**, so please add a reminder to your calendar to reset it. **Passwords can be changed/reset under "User Preferences"**:

The screenshot shows the ADRC user interface. At the top, there is a navigation bar with the ADRC logo (Aging and Disability Resource Connection of OREGON) on the left and a user profile section on the right. The user profile section includes the text "Powered by RTZ" and a link "User Preferences" which is circled in yellow. Other links in the navigation bar include "Dashboard", "Help", "Logout", and "Not Anna Kirkpatrick? Click here". Below the navigation bar, there is a dashboard area with a "Password expires in: 70 day(s)" notification and a "Reports" dropdown menu. A "User Preferences" dialog box is open in the center, containing several options with checkboxes: "I would like to change my Password", "I would like to change my email address", "I would like to change my Signature Password", "I would like to change my Pagination" (with a note: "(Pagination is the number of results you wish to see on a page before you navigate to the next page of results)"), and "I would like to update my address". Below these options is a "Security Questions:" section. At the bottom of the dialog box are "Save" and "Cancel" buttons. The background shows a "Welcome" section with "To Dos & Reminders" and a table with columns "Date", "Time", and "Title".

While you are in these settings, you'll also want to **check your email address & create your security questions and answers**. It's important to select easy to remember answers, because these will be asked of you in the event you are locked out of the account in the future. These questions are located at the bottom of User Preferences.

Tip: The security questions are not case sensitive, but they do take into account spaces.

Recommended Browsers: Chrome & Firefox. Keeping your browsers updated with the latest version will help the program function properly.

Clearing the Cache - Clear the cache on your browser frequently to avoid system bugs/issues. There are browser extensions available that will enable easy cache clearing. Check with your IT department to see if you can install one.

Allowing the Browser to "Save/Remember Passwords" – Do NOT allow browsers to save your ADRC password. This is for both security and to prevent issues after your password is reset.